

The Enclosures referred to in the Agenda are available for inspection at each of the three Public Libraries in Fairfield, Fairfield Public Schools' website www.edline.net/pages/fairfield_school_district and the Education Center, 501 Kings Highway East.

THE PUBLIC IS REQUESTED TO TURN OFF CELL PHONES OR PLACE THEM ON VIBRATE PRIOR TO THE START OF THE MEETING

Board of Education
Fairfield Public Schools
Fairfield, CT

Tuesday, December 14, 2010

EDUCATION/BUSINESS MEETING

7:30 P.M.

**501 Kings Highway East
2nd Floor Board Conference Room**

AGENDA AND SUPERINTENDENT'S RECOMMENDATIONS

- I. Call to Order and Roll Call
- II. Pledge of Allegiance
- III. Approval of Minutes

Recommended Motion: "that the Board of Education approve the Minutes of the Organizational Meeting of November 23, 2010, the Business Meeting of November 23, 2010, and the Special Meeting of November 30, 2010"

(Enclosures No. 1, 2, 3)

- IV. Presentations
 - A. Presentation of 10 Year Enrollment Projections and Elementary School Space Capacities as Developed by MGT of America
 - B. Presentation of the Fairfield Public Schools Operational Audit Conducted by Prismatic, Inc.
- V. Old Business
 - A. Approval of Policy

Recommended Motion: "that the Board of Education approve Policy #6164-Drugs, Tobacco, Alcohol as presented at the November 9, 2010 Board of Education Meeting and as amended"

(Enclosure No. 4)

B. Proposed By-Law Changes

1. Recommended Motion: “that Page 9, Article IV Section 4 entitled ‘Board Evaluation’ be amended as recommended by the Superintendent”

(Enclosure No. 5)

2. Recommended Motion: “that Page 9, Article V Section 1 entitled ‘Regular Meetings’ be amended as recommended by the Superintendent”

(Enclosure No. 5)

3. Recommended Motion: “that Page 10, Article V Section 3D entitled ‘Consent Agenda’ be eliminated as recommended by the Superintendent”

(Enclosure No. 5)

4. Recommended Motion: “that Pages 10-11, Article V Section 4 entitled ‘Order of Business’ be amended to read as follows:

A. The agenda at each Regular Meeting shall be:

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Presentations
4. Approval of Minutes
5. Public Comment
6. Student/Committee/Liaison Reports
7. Superintendent’s Report
8. Old Business
9. New Business
10. Open Board Comment
11. Adjournment”

B. The agenda at each Special Meeting shall be:

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Business Item(s)
4. Adjournment

C. To encourage public interest, the agenda for every meeting shall be posted on the School District’s website and released in advance to the following:

1. Local Newspapers
2. RTM Education and Recreation Committee
3. PTA Presidents and PTA Board of Ed Representatives (underline new)
4. FEA President Liaison Committee (*Italics out/underline new*)
5. Principals, Headmasters and Central Office Administrators
6. Board of Finance
7. Board of Selectmen
8. *Any appropriate task force or committee (Italics out)*
9. Public Libraries (including all supporting materials)
10. Any citizen who so requests and is willing to assume any additional cost”

5. Recommended Motion: "that Page 2, Article II Section 1 entitled 'Organization' Part A be amended as recommend by the Superintendent"

(Enclosure No. 5)

6. Recommended Motion: "that Page 4, Article II Section 4 entitled 'Committees' Part A be amended as recommended by the Superintendent"

(Enclosure No. 5)

7. Recommended Motion: "that Page 7, Article III Section 4 entitled 'New Member Orientation' Part C be amended as recommended by the Superintendent"

(Enclosure No. 5)

8. Recommended Motion: "to adopt the recommended bold highlights and capitalization changes in Article II Section 4 'Committees,' Article V Section 6 'Public Comment,' Section 7 'Procedures During Meetings,' and Article VII 'Code of Ethics' number 9 as recommend by Board member Mrs. Iacono"

(Enclosure No. 6)

9. Recommended Motion: "to add the following language to Page 4, Article II Section 4 'Committees' Part A 'Standing Committees' at the end of the third paragraph: 'Only the Board may take action on subcommittee recommendations' as recommended by Board member Mrs. Brand"

(Enclosure No. 7)

VI. Public Comments and Petitions

During this period the Board will hear comments and receive petitions from any citizen present at the meeting. Any single presentation must be limited to two minutes, and audio-visual equipment cannot be used without the advance authorization of the Chairman. **The Board will not hear comment on individual personnel matters or comments addressed to a specific member(s) of the Board.** Decorum will be enforced. Citizens are asked to comment on any voting item at the time the item is under consideration by the Board.

- VII. Report of the Superintendent
- A. Healthy Food Certification Update
 - B. First Student Bus Update
 - C. Status of 2010-2011 Budget
 - D. Update of 2011-12 Budget Process
 - E. Racial Imbalance Update

VIII. Reports - Members of the Board of Education

Albin, Catherine	Finance, Budget & Community Relations Subcommittee Cooperative Education Services (CES) Representative Council Member
Brand, Sue	Curriculum, Policy and Special Programs Subcommittee Board of Health Member**** Six to Six Magnet School Liaison

Dow, Sue	Finance, Budget and Community Relations Subcommittee* CT Association of Boards of Education (CABE)** SEPTA
Fattibene, Paul	Curriculum, Policy and Special Programs Subcommittee Transportation Advisory Committee
Iacono, Pamela	Finance, Budget & Community Relations Subcommittee Special Projects Standing Building Committee Member*** Representative Town Meeting (RTM) Liaison**
Kery, Tim	Facilities, Technology and Long Term Planning Subcommittee* PTA Council Liaison
Liu, Perry	Facilities, Technology and Long Term Planning Subcommittee Fairfield Woods Building Committee Liaison***
Mitola, John	Facilities, Technology & Long Term Planning Subcommittee Stratfield School Building Committee Liaison**** Parks and Recreation Commission Member***** Fairfield Education Association (FEA) Liaison
Zahn, Stacey	Curriculum, Policy & Special Programs Subcommittee* High School Scholarship Foundation

* Committee Chairman
** Liaison Position Indicated per By-Laws
*** Ad Hoc -- Established by the First Selectman/Town
**** Per Town Charter and Serving as a Voting Member

IX. Open Board Discussion

X. Adjournment

Recommended Motion: "that this regular meeting of the Board of Education adjourn"

CALENDAR OF EVENTS

January 11, 2010	Board of Education Regular Meeting	7:30 p.m. 501 Kings Highway East 2 nd Floor Conference Room
January 18, 2010	Board of Education Special Meeting Budget Presentation	7:30 p.m. 501 Kings Highway East 2 nd Floor Conference Room

RELOCATION POLICY NOTICE

The Fairfield Public Schools System provides services to ensure students, parents and other persons have access to meetings, programs and activities. The School System will relocate programs in order to ensure accessibility of programs and activities to disabled persons. To make arrangements please contact:

Pupil & Special Education Services
501 Kings Highway East
Fairfield, CT 06825
Telephone: (203) 255-8379

FAIRFIELD BOARD OF EDUCATION
MINUTES OF THE ORGANIZATIONAL MEETING
Tuesday, November 23, 2010
501 Kings Highway East
2nd Floor Board Conference Room

NOV 24 2010

The meeting was called to order at 7:00 p.m. by Chairman Mrs. Sue Brand. Other Board Members present were: Mrs. Catherine Albin, Mrs. Sue Dow, Mr. Paul Fattibene, Mrs. Pamela Iacono, Mr. Tim Kery, Mr. Perry Liu, Mr. John Mitola and Ms. Stacey Zahn. Also in attendance were Superintendent Dr. David Title and members of the administrative staff. Approximately 20 people comprised the remainder of the audience.

1. Mrs. Brand led the Board and audience in the Pledge of Allegiance.
2. Mrs. Brand stated that this has been a very challenging year for the community and the Board; and she has tried to work in a transparent manner as much as possible. Moving forward she hopes Board members will do their due diligence, be respectful and work together for the children of Fairfield.
3. Ms. Zahn moved, seconded by Mrs. Albin that in accordance with the By-Laws, Superintendent Dr. David Title will serve as Temporary Chairman/Secretary during the election of Board Officers.

Motion carried unanimously: 9:0:0.

4. Ms. Zahn nominated Mr. Mitola as Board of Education Chairman.
Mr. Liu nominated Mrs. Brand as Board of Education Chairman.
Vote for Mr. Mitola as Board of Education Chairman: 6 votes in favor (Mr. Fattibene, Mr. Kery, Mrs. Albin, Mrs. Iacono, Ms. Zahn and Mr. Mitola).
Vote for Mrs. Brand as Board of Education Chairman: 3 votes in favor (Mr. Liu, Mrs. Dow and Mrs. Brand).
Mr. Mitola was elected Chairman of the Board of Education.

5. Mr. Kery nominated Mrs. Iacono as Board of Education Vice Chairman.
Mr. Fattibene nominated Mrs. Dow as Board of Education Vice Chairman.
Vote for Mrs. Iacono as Board of Education Vice Chairman: 5 votes in favor (Mr. Kery, Mrs. Albin, Mrs. Iacono, Ms. Zahn and Mr. Mitola).
Vote for Mrs. Dow as Board of Education Vice Chairman: 4 votes in favor (Mr. Fattibene, Mrs. Brand, Mr. Liu and Mrs. Dow).
Mrs. Iacono was elected Vice Chairman of the Board of Education.

6. Mrs. Brand nominated Mr. Liu as Board of Education Secretary.
Mrs. Albin nominated Ms. Zahn as Board of Education Secretary.
Vote for Mr. Liu as Board of Education Secretary: 4 votes in favor (Mr. Fattibene, Mrs. Brand, Mrs. Dow and Mr. Liu).

Vote for Ms. Zahn as Board of Education Secretary: 5 votes in favor (Mr. Kery, Mrs. Albin, Mrs. Iacono, Ms. Zahn and Mr. Mitola).

Ms. Zahn was elected Secretary of the Board of Education.

7. Mr. Mitola took the Chair.

8. Mr. Mitola thanked everyone for their support and thanked Mrs. Brand for her year of service as Chairman. He stated that the Board has a lot of work to do this year and needs to work as a cohesive body. There will be significant issues this year with the budget and with the facilities, and the Board needs to listen to each other and respect each other's differing views. The Board needs to support Dr. Title and the administration, ask tough questions, have frank discussions on the issues and move on. It is important for Board members to look over the By-laws as a reminder of what our authority is as Board members. He promised to support Board members, to be responsive and to listen. He also stated that he will be responsive to the public, will be open-minded on all of the issues, and will continue the Board's transparency to the public.

9. Review of By-laws

Mr. Mitola commented that the Policy Committee along with Dr. Title reviewed the By-laws at their last meeting. Dr. Title suggested some proposed changes to the By-laws; and Mrs. Iacono, Mrs. Brand and Mrs. Albin have also suggested some proposed changes.

Mrs. Iacono stated that her By-law changes actually were not changes. She was trying to highlight what is already in the By-laws.

Dr. Title reviewed his proposed changes. He stated that one item that is confusing is the two types of meetings, the Business Meeting and the Education Meeting. Business is conducted at both meetings, yet the agendas are different. Many Boards operate with one meeting per month called a Regular Meeting. Any other meeting of the Board that is called becomes a Special Meeting, which is usually a shorter meeting with only one or two agenda items. The Regular Meeting follows the same protocol for every meeting, including public comment and board reports. He suggested eliminating Advisory Committees since these were in the By-laws before the Standing Committee structure, and almost anything that comes forward could be assigned to one of the three Standing Committees. He deferred to Mrs. Albin because she had this on her list. Another proposed change was to encourage continuing Board members to attend CABA sponsored workshops, not just new Board members. He also commented that conducting four meetings at four different schools throughout the calendar year causes some issues and there are other ways for Board members to get out into the community. He suggested that Board meetings be held at 501 Kings Highway East unless there is a need to move a meeting to a school because of a hot topic that requires more space. Dr. Title proposed a meeting schedule that does not require the Board to meet twice every month. However, he suggested that Board members continue to reserve the second and fourth Tuesday for Board meetings; and if additional meetings are needed, they could always be scheduled. He proposed eliminating the Consent Agenda since it typically is not used. The order of business for a Regular Meeting would have the same format for all meetings with presentations, approval of minutes, public comment and reports at the beginning of every meeting followed by old business, new business and adjournment. Special Meetings would have a much simpler agenda.

Mrs. Albin commented on Advisory Committees and noted that this language pre-dates the new and current committee structure. The three Standing Committees were established a few years ago to cover work the Board needs to do. This does not preclude the Board from forming Ad Hoc Committees when needed, if it is work that cannot be accommodated in one of the three Standing Committees. Deleting this would make the By-laws a cleaner document. She commented on the

four off-site Board meetings and an idea she came up with that would be cost neutral and would get Board members out to the schools to connect with the parents and the PTAs. She suggested that perhaps the Standing Committees, three members at a time, could attend one or two PTA meetings a year. They could visit the school, meet with the PTA, hear their concerns, etc. If Board members think is a good approach, she would suggest eliminating the four off-site meetings and including a commitment by the Standing Committees to go out to the PTA meetings at least once or twice a year. She stated that Page 9 of the By-laws, Article V, Section 1, the last sentence should read, "All Board of Education meetings shall adjourn at 11:00 p.m. unless there is a **2/3 vote** of the Board to suspend the rule." According to Roberts Rules, that actually requires a 2/3 vote, not a majority vote.

Mrs. Brand stated that her only recommended change is to add the following sentence to Page 4, Section 4, third paragraph: "Only the Board may take action on sub-committee recommendations." This is elsewhere in the By-laws but it just emphasizes it again.

Approximately forty-five minutes of Board discussion took place on the following proposed By-law changes: elimination of advisory committees, elimination of off-site meetings, adding language that standing committee members would attend PTA meetings, having only one Board meeting per month and renaming the meetings regular meetings as opposed to education or business meetings, elimination of the consent agenda, elimination of open board discussion, and adding language that By-law amendments can be made at any time during the year when determined to be necessary.

The majority of the Board was in favor of renaming Board meetings Regular Meetings as opposed to Education and Business Meetings. The By-laws will go back to the Policy Committee for review and will be on the December 14 agenda for review and approval of the recommended changes.

10. Discussion of Board Assignments

Mr. Mitola commented that he would like to keep the Board assignments as they are, although if Board members have a need to change because of scheduling difficulties or a desire to change they should let him know. The one assignment he is going to assign to himself is the FEA Liaison, which he thinks the Chairman should be the liaison to. He asked Board members to review their assignments, and let him know by next week if they want to do something different and he will make assignments based on that.

11. Ms. Zahn moved, seconded by Mr. Kery to adjourn the meeting at 8:05 p.m.
Motion carried: 9:0:0.

Stacey Zahn
Secretary

FAIRFIELD BOARD OF EDUCATION
 MINUTES OF THE BUSINESS MEETING OF THE BOARD OF EDUCATION
 Tuesday, November 23, 2010

Minutes of the Business Meeting of the Board of Education held Tuesday, November 23, 2010, at 501 Kings Highway East, 2nd Floor Conference Room.

The meeting was called to order at 8:05 p.m. by Mr. John Mitola, Chairman. Other Board members present were: Mrs. Catherine Albin, Mrs. Sue Brand, Mrs. Sue Dow, Mr. Paul Fattibene, Mrs. Pamela Iacono, Mr. Tim Kery, Mr. Perry Liu, and Ms. Stacey Zahn. Also in attendance were Superintendent Dr. David Title, Fairfield Ludlowe HS Student Representative Allison Reich, Fairfield Warde HS Student Representative Dan Callahan and members of the administrative staff. Approximately 25 people comprised the remainder of the audience.

1. Pledge of Allegiance – waived.
2. Mrs. Albin moved, seconded by Mrs. Iacono that the Minutes of the Education Meeting of November 9, 2010 be approved.

Mr. Kery asked to have a typo corrected on page 7, paragraph 8, sentence 6.

This was a friendly amendment and the correction will be made.

Motion carried: 9:0:0.

3. Old Business-
 - A. Ms. Zahn moved, seconded by Mrs. Brand that the Board of Education approve Policy # 0521 – Non-discrimination as presented at the November 9, 2010 Board of Education Meeting.

Motion carried: 9:0:0.

4. Report of the Superintendent-

Dr. Title stated that a copy of the proposal regarding a change in the admission date to kindergarten that is going before the State Board of Education for approval next Wednesday was put at Board members' places this evening. Currently, in Connecticut children are eligible to enroll in kindergarten if they turn five by January 1st of that school year. This is out of step with the rest of the country, and the Commissioner and the State Board of Education have made proposals to change that law, which are summarized in the handout. The proposal is to phase-in the admission date to kindergarten over four years until October 1st is the cutoff date. There would be no change for next year, but each year thereafter it would back up by a month. This is for informational purposes only to make the Board aware. Dr. Title stated that normally at the November Board meeting there is a Strategic School Profile report, but this year the state is having issues with its data system and the reports have not been released yet. They are expected for the December 14th Board meeting. Planning & Zoning is meeting on December 14th and will be voting on the Fairfield Woods application. Dr. Title stated that he went to the Fairfield Ludlowe volleyball game last Saturday night, and it was a fantastic match. It was sportsmanship, kids, coaches and fans at their best. Dr. Title reminded Board members that there is a Board Evaluation next Tuesday with Nick Caruso.

Mrs. Brand asked if a rough draft had been received from Prismatic. She also asked if there could be a financial status update because at the CABA Convention it was stated that the Board has to be notified at the next meeting if there is any transfer of funds, and she stated that it is her understanding that Special Ed has a \$1 million deficit and funds are frozen. She asked if Dr. Title could address these items.

Dr. Title stated that Prismatic will share documents for factual accuracy only; their recommendations will not be given in advance. There is a Finance Committee meeting on December 6, and financial updates will be shared with the committee. The Board did its transfers in September/October for the last fiscal year. There are some concerns about special ed but he stated that he is reluctant to get into that without Bonnie, and he also wants to bring that to the Finance Committee if there are any recommendations.

5. Mr. Mitola introduced Dan Callahan, Student Representative from Fairfield Warde High School who will be sharing the duties with Stephanie Teixeira.

6. Public Comments and Petitions-

J. Alfred Dunn commented that at the last meeting there was some concern about the potential construction and how it will affect McKinley. Fear not; the footprint of that construction will be as large as a moderate size postage stamp. He further commented that he was blessed and so were his daughter and son for they went to McKinley School and McKinley School was the only school in Fairfield that prepared them, not for life in Fairfield but for life outside of Fairfield. All others want is the same thing everyone on this Board and the audience wants, an education for their child. He also noted that years ago the Board only had one meeting per month and people almost spent the night. He left one meeting at one o'clock in the morning. That is the reason there are two meetings per month.

Anne Pasco, FEA President, commented that she has heard the potential agenda for December 14, and if there is going to be only one meeting, one o'clock is not out of the ordinary. She asked that when the agenda is built if there is an item that will cause a lot of discussion that the agenda be constructed in such a way that we are not here until one o'clock.

7. Ms. Zahn moved, seconded by Mrs. Brand that this regular meeting of the Board of Education adjourn at 8:19 p.m.

Motion carried: 9:0:0.

Stacey Zahn
Secretary

DEC 14 2010

FAIRFIELD BOARD OF EDUCATION
MINUTES OF THE SPECIAL MEETING OF THE BOARD OF EDUCATION
Tuesday, November 30, 2010
501 Kings Highway East - Superintendent's Conference Room

Minutes of the Special Meeting of the Board of Education held Tuesday, November 30, 2010, at 501 Kings Highway East, Superintendent's Conference Room.

The Special Meeting was called to order at 7:04 p.m. by Chairman Mr. John Mitola. Other Board members present were: Mrs. Sue Brand, Mrs. Sue Dow, Mrs. Pamela Iacono, Mr. Perry Liu, Ms. Stacey Zahn, Mrs. Catherine Albin (arrived 7:08 p.m.), Mr. Paul Fattibene (arrived 7:09 p.m.), and Mr. Tim Kery (arrived 7:31 p.m.). Also present were Superintendent Dr. David Title and Facilitator Mr. Nick Caruso. Approximately 5 members of the public and 2 members of the press were in attendance.

1. Discussion took place on whether this meeting should be held in Executive Session.
2. Mr. Kery moved, seconded by Mrs. Albin that this meeting convene to Executive Session to discuss Board Evaluation and Individual Evaluation.

Motion carried: 6:3:0. Mrs. Brand, Mrs. Dow and Mr. Liu voted in opposition.

3. Ms. Zahn moved, seconded by Mrs. Iacono to return to Public Session at 10:09 p.m.

Motion carried 9:0:0.

4. Ms. Zahn moved, seconded by Mr. Kery that this meeting of the Board of Education adjourn at 10:10 p.m.

Motion carried: 9:0:0.

Stacey Zahn
Secretary

DEC 14 2010

Instruction

Drugs, Tobacco, Alcohol

~~Since the use of these harmful agents may have a deleterious effect on the health and welfare of the users, and causes far reaching detrimental consequences to the users, their families and society, the Board of Education desires that every effort be made by all staff members to reduce the chances that students will begin or continue use of such harmful drugs, tobacco and alcohol.~~

Annually, teachers in each grade shall emphasize the effect of alcohol, nicotine, tobacco and drugs on health, character, citizenship and personality development wherever appropriate in the health education program and other contexts which touch on the subject.

Legal Reference: Connecticut General Statutes

10-16b Prescribed courses of study.

10-19 Effect of alcohol, nicotine or tobacco and drugs to be taught.

10-19a Superintendent to designate substance abuse prevention team.

10-19b Advisory councils on drug abuse prevention.

10-220 Duties of boards of education.

10-221(d) Boards of education to prescribe rules.

Policy adopted:

DEC 14 2010

BOARD OF EDUCATION BY-LAWS

PREAMBLE:

The purpose of the Board's By-Laws (the "By-Laws") is to provide for the organization of the Board and for an orderly and efficient method of performing its lawful functions; however, nothing in these By-Laws shall be interpreted to limit or modify in any way or to any degree the duties and responsibilities imposed on this Board by State Law.

ARTICLE I - RESPONSIBILITIES AND AUTHORITY (8100)

SECTION 1: RESPONSIBILITIES OF THE BOARD (8110)

A. The Fairfield Board of Education (the "Board") is the governing body of the Public Schools (the "School District") of the Town of Fairfield (the "Town") and derives its power and exists under the Constitution and General Statutes of the State of Connecticut (collectively, "State Law").

B. The Board shall:

1. Employ an able and qualified Superintendent of Schools (the "Superintendent").
2. Adopt policies to govern the operation of the School District.
3. In collaboration with the administration, communicate the School District's educational program to the community.
4. Keep apprised of, evaluate and attend to the School District's present and future educational needs as recommended by the administration.
5. Propose an annual budget and capital improvement project request and advocate for its passage.
6. Take any further action as may be required by State Law.

SECTION 2: AUTHORITY OF BOARD MEMBERS (8120)

Board members do not have any authority as individuals to take action for the School District. Only the Board, sitting in a legally constituted meeting, through a formal vote, may take action.

ARTICLE II - ORGANIZATION AND OFFICERS (8200)

SECTION 1: ORGANIZATION (8210)

- A. ~~On the date of its Business Meeting~~ In November each year, the Board of Education shall organize by electing a Chairman, a Vice Chairman and a Secretary and also shall review its By-Laws (the "Organization Meeting"). The By-Laws can also be amended at any Regular or Special Meeting.
- B. Prior to the election of officers at the Organization Meeting, the Board shall select a temporary chairman and a temporary secretary to serve until the election of a Chairman, Vice Chairman and Secretary.

SECTION 2: OFFICERS (8220)

- A. Officers of the Board shall be a Chairman, a Vice Chairman and a Secretary. They shall be elected at the Organization Meeting, but not later than thirty (30) days from the date on which newly-elected members take office, and the officers shall take office immediately upon election; however, no member shall hold more than one Board office concurrently. A record of the votes shall be transmitted to the Town Clerk within forty-eight (48) hours.
- B. If the office of Chairman, Vice Chairman or Secretary is vacated for any cause during the term of the holder, another member of the Board shall be elected at the next meeting of the Board to fill the vacancy.

SECTION 3: DUTIES OF OFFICERS (8230)

A. CHAIRMAN -

1. The Chairman shall preside over all meetings of the Board, but the Chairman's status as presiding officer shall not impair the Chairman's right or duty to vote on any matter before the Board.
2. The Chairman shall be the official spokesperson for the Board and, unless the Board shall otherwise direct, shall make or authorize all announcements concerning Board policy or action.
3. The Chairman shall appoint members of the Board to act as voting members of the following bodies:
 - a. The Board of Health, in accordance with §10.9 of the Charter of the Town (the "Town Charter").
 - b. The Parks & Recreation Commission, in accordance with §10.10 of the Town Charter.

- c. Cooperative Educational Services (“CES”), in accordance with the charter and by-laws of CES.
 - d. Any school building committee established by the Town from time to time, subject to any approval(s) required by the Town.
4. The Chairman shall appoint members of the Board to act as liaisons to the following bodies:
 - a. The Connecticut Association of Boards of Education (“CABE”).
 - b. The Representative Town Meeting (the “RTM”).
 - c. The Fairfield Council of Parent-Teacher Associations (the “PTA Council”).
 5. The Chairman may appoint members of the Board to serve as liaisons to any other local, regional or state body as the Chairman deems necessary or prudent.
 6. Except whenever a Board member’s term is established by the Town, every appointment by the Chairman shall be for a term of one year or until the discharge of the assigned function of the local, regional or state body, whichever is earlier.
 7. Liaisons appointed by the Chairman to local, regional or state bodies shall be expected to attend any meeting of those bodies whenever an educational or related matter appears on the meeting’s agenda.

B. VICE CHAIRMAN -

The Vice Chairman shall function as Chairman in the absence of the Chairman and shall assist the Chairman in the administration of the Chairman’s various responsibilities. If the office of Chairman is vacated, the Vice Chairman shall act as Interim Chairman until the office is filled by a majority vote of the membership of the entire Board.

C. SECRETARY -

The Secretary shall perform all functions prescribed for that office by State Law and such other duties as the Board shall from time to time prescribe. The Secretary shall be responsible for the minutes of Board meetings and shall certify by his or her signature the minutes of each meeting in the official record. Minutes shall be open to public inspection under such regulations for the safeguarding of its records as the Board shall from time to time adopt.

In the absence at any Board meeting of the Chairman and Vice Chairman, the Secretary shall serve as Chairman.

D. CHAIRMANSHIP AT MEETINGS IN THE ABSENCE OF ALL OFFICERS -

In the absence at any Board meeting of all officers, the Chairman shall be appointed by lot.

SECTION 4: COMMITTEES (8240)

A. STANDING COMMITTEES -

At the annual Organization Meeting of the Board, the Chairman shall appoint three (3) members to each of the following Standing Committees for a one-year term: Curriculum, Policy and Special Program; Facilities, Information Technology and Long-Range Planning; and Finance, Budget and Community Relations.

Each Standing Committee shall meet from time to time as appropriate to fulfill its respective purposes; however, a Standing Committee must hold a meeting whenever requested by two (2) of its members. The members of a Standing Committee shall elect a chair by majority vote of the committee to manage the committee's meetings in accordance with the Freedom of Information Act and Robert's Rules of Order.

Each Standing Committee's chair shall provide a summary of its work to the Board ~~during Education Meetings~~ under "Reports of Board Members Committee/Liaison Reports," including recommendations for consideration by the Board.

A calendar of anticipated Board of Education Standing Committee Meetings will be approved at each respective January Standing Committee meeting. The calendar will be posted, and meetings can be cancelled if there is no need to hold the meeting.

The purposes of the Standing Committees shall be as follows:

1. Curriculum, Policy and Special Programs

- a. To provide a forum for the Superintendent and the Superintendent's staff to offer and exchange information about and discuss the continuing educational goals of the School District, including curriculum, co-curricular and extracurricular student activities and special education.
- b. To formulate and recommend written policies by which the Board shall exercise its leadership in the operation of the School District.
- c. To study and evaluate administrative regulations and reports concerning the execution of the Board's written policies in accordance with Article IV, Section 2.

2. Facilities, Information Technology and Long-Range Planning

- a. To provide a forum for the Superintendent and the Superintendent's staff to offer and exchange information about and discuss the ongoing maintenance of school facilities.
- b. To review information about and make recommendations to improve technology infrastructure across the School District.

- c. To review information about and recommend a long-range facility plan for the School District.
- d. To review long-range facilities plan prior to budget preparation and inform the Board of upcoming facilities/maintenance projects.
- e. To review educational specifications for new construction or renovation of educational space.

3. Finance, Budget and Community Relations

- a. To provide a forum for the Superintendent and the Superintendent's staff to offer and exchange information about and discuss the finances of the School District and the Annual Budget, and to ensure that the Board participates in the negotiation of labor agreements with each bargaining unit within the School District. Board of Education liaisons to negotiating teams will be selected from this standing committee. In the event that no member of the committee is available, the Board of Education Chairman will appoint an alternate member to serve in this capacity.
- b. To strengthen the relationship between the School District and the community through various initiatives including special programs and events.
- c. To work with central administrative representatives to establish budget timeline, review budget items, and report budget concerns to the full Board for discussion.

B. ADVISORY COMMITTEES -

Advisory Committees consisting of three (3) Board members appointed by the Chairman, may be established by majority vote of the Board from time to time for assignments which the Board deems beyond the purpose and scope of the Standing Committees. The Board shall provide a charge for the Advisory Committee, which shall include the preparation of a written report and recommendations for the Board's consideration within a specified period of time. Upon the Advisory Committee's presentation of a report and recommendations to the Board for consideration, the Advisory Committee shall be deemed dissolved and only the Board make take further action.

The Chairman and the Superintendent, or his or her delegate, shall be ex officio members of the Advisory Committees, and the chairman may appoint ex officio advisors from the community for assistance in gathering information, preparing reports and making recommendations. The Advisory Committee shall follow the provisions of the Freedom of Information Act as required by State law.

C. AUTHORITY OF COMMITTEES -

Unless specifically authorized by the Board, the Standing and Advisory Committees shall have the power only to make recommendations to the Board for further action. Neither the committees nor members of the committees shall be authorized to legally bind the Board or expend funds of the School District.

SECTION 5: REMOVAL OF OFFICERS (8250)

The Chairman, Vice Chairman or Secretary may be removed from office for cause, after reasonable notice and hearing, by a majority vote of those present at any Business Regular Meeting or at any Special Meeting called for the purpose, and may be removed without cause at any time by a vote of two-thirds (2/3) of the total membership of the Board.

ARTICLE III - MEMBERS (8300)

SECTION 1: QUALIFICATIONS (8310)

Board members must be qualified to serve in accordance with Section 2.1 of the Town Charter.

No member shall be employed for compensation in any position in the School District. If a Board member becomes employed by the School District, his or her position on the Board shall become vacant.

SECTION 2: CODE OF ETHICS (8320)

Board members shall adhere to the most recent edition of CABA's Connecticut Code of Ethics for Boards of Education (the "Code of Ethics") set forth as Article VII of these By-Laws.

SECTION 3: MEMBERSHIP ON SCHOOL BOARD ASSOCIATIONS (8330)

The Board may hold membership in CABA and the National School Boards Association and such other organizations or associations which will enhance the Board's ability to govern the School District.

SECTION 4: NEW MEMBER ORIENTATION (8340)

Experienced Board members and the administrative staff shall assist each new member to understand the Board's functions, policies, procedures, and the operation of the School District, as follows:

- A. New members shall be given selected materials on the responsibilities and authorities of the Board and the Superintendent, including a copy of the Board's policies and By-Laws and Code of Ethics, the Superintendent's administrative regulations, and pertinent materials developed by CABA.

B. New members shall be invited to meet with the Superintendent and other administrative personnel to discuss their duties and responsibilities, and continuing Board members shall be notified of and invited to such meetings.

C. New and continuing Board members are encouraged to attend CABA-sponsored and/or other workshops approved by the Board.~~workshops approved by the Board.~~

SECTION 5: INDEMNIFICATION AND INSURANCE (8350)

The Board shall protect and hold harmless Board members against financial loss and expense, including attorneys' fees and costs, to the extent provided by State Law, and the Board shall maintain adequate insurance to protect Board members against such loss and expense.

SECTION 6: CONFLICTS OF INTEREST (8360)

Board members shall comply with the following rules pertaining to conflict of interest:

A. No member of the Board shall have any direct monetary interest in contracts with the School District, nor shall a member furnish any labor, equipment or supplies directly to the School District. The School District, however, may contract with corporations or businesses in which a Board member is an employee, in which case the member must declare his or her association with the firm and refrain from debating or voting on any related items.

B. The following rules shall govern conflict of interest in the employment of staff and members of the Board:

A spouse, minor child, dependent of a Board member or persons otherwise related to a Board member, may be employed by the School District but only if (1) the Board member fully discloses the relationship at a public meeting of the Board, and (2) the entire Board subsequently votes to approve the employment (excluding the vote of the related Board member).

Furthermore, Board members shall comply with State Law regarding conflict of interest and attempt to avoid any situations which might have even the appearance of a conflict of interest.

SECTION 7: RESIGNATION, TERMINATION AND VACANCIES (8370)

A. RESIGNATION -

Any Board member may resign in accordance with 2.4 of the Town Charter. Prior to resigning, the Board member shall provide advance notice to the Board in order to assist the Chairman in the orderly and efficient administration of the Board.

B. TERMINATION -

Whenever a Board member no longer is qualified as an elector of the Town, his or her membership on the Board shall terminate in accordance with Section 2.1 of the Town Charter.

C. VACANCIES -

Any vacancy of the membership of the Board shall be filled in accordance with Section 2.5 of the Town Charter.

ARTICLE IV - METHODS OF OPERATION (8400)

SECTION 1: FORMULATION OF POLICIES (8410)

- A. The Board recognizes three basic types of written guidance that govern the operation of the School District:
1. The Board formally adopts Policies for implementation by the Superintendent and the Superintendent's staff. The formulation and adoption of written policies shall constitute the basic method by which the Board shall exercise its leadership in the operation of the School District.
 2. The Board delegates to the Superintendent the function of developing Administrative Regulations to implement the Board's policies (recognizing that not every policy requires a regulation).
 3. The Board adopts By-Laws to govern its internal operations.
- B. The Board policies shall be reviewed periodically and revised as needed. In order to insure compliance with current legislation and regulations, the Board shall contract with CAFE for a full review of all policies and administrative regulations at least once every five years. All proposed revisions shall be referred to the Curriculum, Policy and Special Programs Committee and any changes to Board policy shall initially be presented by the committee to the Board as a draft at a Business Regular Meeting or a Special Meeting. The policy will then be carried over for adoption at the next regularly scheduled Business meeting or at the next Special Meeting.
- C. The formal adoption of policy shall be recorded in the minutes of the Board, and only those written statements so adopted and so recorded shall be regarded as official Board policy.

SECTION 2: REVIEW OF ADMINISTRATIVE REGULATIONS (8420)

The Board shall delegate to the Superintendent the function of developing administrative regulations to implement Board policy. The Board reserves the right to review administrative regulations at its discretion through the Standing Committees to insure that they are consistent with policies adopted by the Board.

Administrative regulations need not be reviewed by the Board in advance of implementation except as required by State Law or in cases where strong community attitudes, or possible student or staff reaction, make it necessary or advisable for the regulation to have the Board's advance approval.

SECTION 3: REIMBURSEMENT OF EXPENSES (8430)

Board members shall be reimbursed for expenses incurred in the discharge of their duties under the same regulations that pertain to the School District's staff.

SECTION 4: BOARD EVALUATION (8440)

The Board of Education shall annually undertake a self-evaluation of its policies, practices, and internal operating procedures in order to provide the best possible services to the community and the School District at a Special Meeting in May prior to the Superintendent's Evaluation.

~~The Board of Education shall conduct a minimum of four (4) of its education meetings at four (4) different district schools throughout the school calendar year. The agenda for these meetings shall include a Moment of Pride.~~

ARTICLE V – MEETINGS (8500)

SECTION 1: REGULAR MEETINGS (8510)

Regular Meetings of the Board shall be held in accordance with the schedule on file with the Town Clerk, normally scheduled on the second and/or fourth Tuesday of the month. The second and fourth Tuesday should be reserved for Board meetings, normally be scheduled on the second Tuesday (the "Education Meeting") and the fourth Tuesday (the "Business Meeting") of each month, at a time and place designated by the Board. While the primary purpose of Education Meetings is not to transact business, action may be taken at such meetings provided proper notice thereof has been given in accordance with Section 3 of this Article V. All Board of Education meetings shall adjourn at 11:00 p.m. unless there is a majority $\frac{2}{3}$ vote of the Board to suspend the rule.

SECTION 2: SPECIAL MEETINGS (8520)

Special Meetings of the Board may be held at any time and shall be called in the manner prescribed by law. Reasonable notice of any Special Meeting and of the purpose thereof, shall be given to members of the Board.

SECTION 3: NOTICE OF MEETINGS (8530)

A. NOTICE TO BOARD MEMBERS -

Notice of each meeting of the Board and agenda prepared by the Superintendent, listing all proposed action at such meeting, shall be delivered to each member of the Board at least five (5) days prior to such meeting. Subject to each Board member's consent, the Superintendent may deliver notice and the agenda electronically.

B. NOTICE TO PUBLIC -

In compliance with State Law, the notice of the meeting date, and the agenda for such meeting, shall be made available to the public in writing and electronically on the Board's website. In addition, this information must be on file not less than twenty-four (24) hours before the meeting to which they refer in the Office of the Superintendent.

C. AGENDA -

The agenda is designed for the guidance and information of the Board and to inform the public of items of business to come before the Board. Additional items, not included in the filed agenda, may be considered and acted upon at such meetings upon the affirmative vote of two-thirds (2/3) of the members of the Board present and voting.

~~D. CONSENT AGENDA~~

~~In the interest of dedicating the Board's agenda and deliberations to issues of utmost importance to the School District, the Chairman shall place routine meeting items that do not require substantive Board discussion on to a consent agenda (the "Consent Agenda").~~

- ~~1. In advance of every meeting, the Chairman shall provide information about each item placed on the Consent Agenda sufficient for Board members to understand what is being proposed and to consider whether every item is routine and not worthy of Board discussion.~~
- ~~2. At any meeting, any Board member may remove an item from the Consent Agenda for the Board's full discussion and further action.~~

SECTION 4: ORDER OF BUSINESS (8540)

A. The agenda at each Business Regular Meeting shall be:

1. Call to Order and Roll Call
2. Pledge of Allegiance
- ~~2.~~3. Approval of Minutes
4. Presentations
5. Public Comment
6. Student/Committee/Liaison Reports

7. Superintendent's Report

~~3.8. Consent Agenda~~

~~9. 8. Old Business~~

~~4.10. 9. New Business~~

~~7. Report of the Superintendent~~

~~8. Public Comments and Petitions~~

10. Open Board Comment

11. Adjournment

B. The agenda at each Special Meeting shall be:

1. Call to Order and Roll Call

2. Pledge of Allegiance

3. Business Item(s)

4. Adjournment

~~B. The agenda at each Education Meeting shall be:~~

~~1. Call to Order and Roll Call~~

~~1. Pledge of Allegiance~~

~~2. Approval of Minutes _____~~

~~3. Moment of Pride (optional)~~

~~4. Public Comments and Petitions~~

~~5. Extraordinary Business (if any)~~

~~6. Presentation(s)~~

~~7. Reports of Board Members~~

~~8. Open Board Discussion~~

~~9. Adjournment~~

CB. To encourage public interest, the agenda for every meeting shall be posted on the School District's website and released in advance to the following:

1. Local Newspapers

2. RTM Education and Recreation Committee

3. PTA Presidents and PTA Board of Ed Representatives

4. FEA President Liaison Committee

5. Principals, Headmasters and Central Office Administrators

6. Board of Finance

7. Board of Selectmen

8. Any appropriate Task Force or Committee

9. Public Libraries (including all supporting materials)

10. Any citizen who so requests and is willing to assume any additional cost

SECTION 5: EXECUTIVE SESSION (8550)

Meetings of the Board shall be open to the public; provided, however, that the Board may, by a majority vote of those present at any meeting: (1) hold adjudicative hearings in Executive Session when required by State Law and (2) deliberate and discuss, but not vote, in Executive Session on any matter exempt by State Law from public disclosure, including, but not limited to, personnel matters, collective bargaining strategy, pending claims and litigation.

SECTION 6: PUBLIC COMMENT (8560)

A. PUBLIC COMMENT PRIOR TO BOARD ACTION ON AGENDA ITEMS –

As a means of encouraging public participation during Board meetings, the Chairman shall solicit comments from the public with regard to agenda items, as proposed or amended, that the Board has discussed and will be acting upon by vote. The Chairman may limit public comment in any manner appropriate to the orderly and efficient conduct of Board meetings.

B. ADDITIONAL PUBLIC COMMENT AND PETITIONS -

The agenda of Board meetings shall also include an item for public comments and petitions regarding any topic or issue germane to the operation of the School District. The Chairman may limit public comment and petitions in any manner appropriate to the orderly and efficient conduct of Board meetings.

SECTION 7: PROCEDURES DURING MEETINGS (8570)

Except in emergencies, the Board shall not attempt to decide upon any question submitted for consideration by any person or persons until the Board has examined and evaluated all information. The Superintendent shall be given an opportunity to examine and evaluate all such information and to recommend action before the Board attempts to make a decision.

SECTION 8: QUORUM (8580)

Five (5) members of the Board shall constitute a quorum for any ~~Business, Education~~Regular or Special Meeting.

SECTION 9: PARLIAMENTARY PROCEDURE (8590)

Unless otherwise provided in the By-Laws, the Board shall conduct all of its business in accordance with Robert's Rules of Order Newly Revised 10th Edition (Perseus Publishing, Cambridge, Massachusetts).

SECTION 10: MEETINGS

Electronic Mail Communications

The Board of Education believes that Board members electronically connected to other Board members is an efficient and convenient way to communicate. The main goal of electronic mail (e-mail) is to expedite the passage of information. E-mail gives Board members quick access to one another. Communication among Board members via e-mail should conform to the same standards as other forms of communication (i.e., committee meetings, etc.) as directed by the Freedom of Information Act. When used properly, e-mail is an effective communications tool and can provide a formal record.

Guidelines for Board E-Mail Usage

The Freedom of Information Act mandates that all meetings of public bodies, such as school Boards, be open to the public. It is the policy of the Board of Education that e-mail shall not be used in such a manner as to deprive the public of the rights given to it under the Freedom of Information Act. For this purpose, this Bylaw sets forth guidelines for the uses intended to be made of e-mail by Board members when communicating with other Board members.

1. E-mail, like other written forms of communication relating to the conduct of the public business, is subject to the Freedom of Information Act and subject to disclosure.
2. Board members shall not use e-mail as a substitute for deliberations at public Board meetings and/or shall not discuss policy matters or vote informally on any issues.
3. E-mail should be used to pass along factual information.
4. Security of e-mail communication cannot be assured. Board members shall not reveal their passwords to others in the network or to anyone outside of it. If any Board member has reason to believe a password has been lost or stolen or that e-mail is being accessed by someone without authorization, he/she shall notify the Superintendent, who will notify the district's technology specialist.
5. Personnel issues and other sensitive subjects should never be discussed on-line. The confidentiality of employee data, student data, and other sensitive subjects must always be maintained.

Any usage contrary to the aforementioned shall be reported immediately to the Superintendent and may result in the suspension and/or revocation of system access.

Accessing E-Mail

In an effort to encourage all Board members to access e-mail while maintaining public fiscal responsibility, the Board of Education will loan to any Board member needing access, a computer (when surplus is available), and other hardware peripherals to be returned to the Board

office upon leaving office. It will be the individual Board member's responsibility to provide the hook-up and pay all consumable expenses associated with e-mail usage. In the event a Board member elects not to access e-mail, a hard copy of all e-mail directed to "Board" will be placed in the Board packet delivered via courier, and will also be accessible in the Board of Education Office.

Legal Reference: Connecticut General Statutes
The Freedom of Information Act
1-200 Definitions
1-210 Access to public records. Exempt records
1-211 Disclosure of computer-stored public records

ARTICLE VI – AMENDMENTS (8600)

The By-Laws may be amended by the affirmative vote of a majority of the entire membership of the Board, at any BusinessRegular or Special Meeting of the Board, provided that a copy of the proposed amendment shall have been included in the call for such meeting, except that it shall not be necessary to include proposed amendments in the call for an Organization Meeting when the By-Laws are reviewed.

ARTICLE VII –CODE OF ETHICS (8700)

The Code of Ethics is based upon "Standards of Leadership for Members of Boards of Education" recommended by the CABE Board of Directors.

1. I will be a staunch advocate of high quality free public education for all Connecticut children. In fulfilling my responsibilities, I will think of "children first."
2. I will, as an agent of the state, uphold and enforce all laws, rules, regulations and court orders pertaining to public schools.
3. I will strive to bring any needed change only through legal and ethical procedures. I will strive to help create public schools which meet the individual educational needs of all children regardless of their ability, race, creed, sex or social standing.
4. I will work unremittingly to help my community understand the importance of proper support for public education, whether it be in providing adequate finance, optimum facilities, staffing and resources, or better educational programs for children.
5. I will join with my Board, staff, community and students in becoming fully informed about the nature, value and direction of contemporary education in our society. I will support needed change in our schools.
6. I will strive to ensure that the community is fully and accurately informed about our schools and will try to interpret community aspirations to the school staff.

7. I will recognize that my responsibility is not to "run the schools" through administration, but together with my fellow Board members, to see that they are well-run through effective policies.
8. I will attempt to confine my Board action to policy-making, planning and appraisal, and will help to frame policies and plans only after my Board has consulted those who will be affected by its actions.
9. I will arrive at conclusions only after discussing all aspects of the issue at hand with my fellow Board members in meeting. I will respect the opinions of others and abide by the principal of majority-rule.
10. I will recognize that authority rests only with the whole Board assembled in meeting and will make no personal promises nor take any private action which may compromise the Board.
11. I will acknowledge that the Board represents the entire school community, and will refuse to surrender my independent judgment to special interest or partisan political groups. I will never use my position on the Board for the gain of myself or my friends.
12. I will hold confidential all matters pertaining to schools which, if disclosed, might needlessly injure individuals or the schools.
13. I will insist that all school business transactions be open and ethical.
14. I will strive to appoint the best professional leader available when a vacancy exists in the chief administrative position.
15. I will strive to appoint the best trained technical and professional personnel available, upon recommendation by the appropriate administrative officer.
16. I will support and protect school personnel in the proper performance of their duties. I will strive to ensure that all personnel have not only the requisite responsibilities, but the necessary authority to perform effectively.
17. I will refer all complaints through the proper "chain of command" within the system, and will act on such complaints at public meetings only when administrative solutions fail.

APPROVED: 11/23/2004

AMENDED: 11/22/2005

REVIEWED: 11/28/2006

REVIEWED: 11/27/2007

AMENDED: 01/08/2008

AMENDED AND APPROVED: 04/28/2009

AMENDED AND APPROVED: 11/24/2009

Proposed By-law changes

Pam Iacono

- 1). **Per our Board By-laws:** Section 4: Committees (8240): "The members of a Standing Committee shall elect a chair by majority vote of the committee **to manage the committee's meetings** in accordance with the Freedom of Information Act and Robert's Rules of Order."
- 2). Section 4, Subsection 2. Facilities, Technology, and Long-Range Planning
 - a) To provide a forum for the Superintendent and the Superintendent's staff to offer and exchange information about and discuss the ongoing maintenance of school facilities
 - b) To review information about and make recommendations to improve technology infrastructure across the School District
 - c) To review information about and recommend a long-range facility plan for the School District.
 - d) To review long-range facilities plan prior to budget preparation and inform the Board of upcoming facilities/maintenance projects.
 - e) To review educational specification for new construction or renovation of educational space.
- 3) Section 6: Public Comment (8560)
 - A. As a means of encouraging public participation during Board meetings, the Chairman shall solicit comments from the public with regard to agenda items as proposed or amended the Board has discussed and will be acting upon by vote. **The Chairman may limit public comment in ANY manner appropriate to the orderly and efficient conduct of Board meetings.**
 - B. The agenda of meetings shall also include an item for public comments and petitions regarding any topic or issue germane to the operation of the School District. **The Chairman may limit public comment and petitions in any manner appropriate to the orderly and efficient conduct of Board meetings.**
- 4) Section 7: Procedures During Meetings (8570)

Except in emergencies, the Board SHALL NOT ATTEMPT to decide upon any question submitted for consideration by any person or persons until the Board has examined and evaluated all information. The Superintendent shall be given an opportunity to examine and evaluate all such information and to recommend action before the Board attempts to make a decision.
- 5) Article VII Code of Ethics (8700)
 - Number 9. I will arrive at conclusions only after discussing all aspects of the issue at hand with fellow Board members in meeting. **I will respect the opinions of others and abide by the principal of majority- rule.**
 - Number 11. I will acknowledge that the Board represents the entire school community, and will refuse to surrender my independent judgment to special interest or partisan political groups. I will never use my position on the Board for the gain of myself or my friends.

NOV 17 2010

From: sue brand [suebrand6@yahoo.com]
Sent: Wednesday, November 17, 2010 4:06 PM
To:
Subject: By Law changes

page 4 Standing Committees
3rd paragraph
add as last sentence.

Only board may take action on sub committee recommendations.

Sue

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